

KZ3400

August, 2000

Dear Interested Party and Potential Applicant:

Enclosed you will find the Long Island Sound Study Public Participation Information and Education Small Grants Request for Proposal. The package contains all the information and forms needed to submit a proposal. Please see the enclosed flyer for the Grant Writing Workshop scheduled for September. The workshops will cover how to submit a proposal, answer applicant's questions and display previously funded projects.

PLEASE NOTE:

- Deadline: 10 copies plus the original, post marked by October 6, 2000
- Funding may not exceed \$5,000 per project
- Applicants must be able to provide appropriate evidence of liability insurance.
- Projects must be completed by September 30, 2001.
- Monitoring projects require an approved EPA Quality Assurance Project Plan. See the EPA website for more information:

[www.epa.gov.owow/monitoring/volunteer/quappcovr.html](http://www.epa.gov.owow/monitoring/volunteer/quappcovr.html)

I encourage you to submit a proposal or pass these materials on to others who may be interested in submitting. The application packet is also available on the website: [www.epa.gov/region01/eco/lis](http://www.epa.gov/region01/eco/lis)

If you have any questions, please see the enclosed Frequently Asked Questions brochure and if that doesn't answer your question please feel free to contact me at (631)632-9216 or e-mail [kszl@cornell.edu](mailto:kszl@cornell.edu).

I look forward to receiving your proposal.

Sincerely,

Kimberly Zimmer  
Public Outreach Coordinator  
Long Island Sound Office

Enclosures

**Long Island Sound Study  
Public Participation Information  
and Education  
Small Grants Program**

**2001  
Request For Proposals**

## **INTRODUCTION:**

The Long Island Sound Study is a partnership to protect and restore the Sound. Authorized under the Clean Water Act, the Long Island Sound Study is one of 28 programs created to protect and preserve our nation's estuaries. Sponsored by the US EPA and the states of New York and Connecticut, the Long Island Sound Study involves federal, state, interstate, and local agencies, universities, environmental groups, industry, and the public in a Management Conference. The Long Island Sound Study Management Conference completed a Comprehensive Conservation and Management Plan (CCMP) for the Sound in 1994. The plan identifies commitments and recommendations for actions to improve water quality, protect and restore habitat and living resources, and educate and involve the public. You can find out more information about the LISS at the website: <http://www.epa.gov/region01/eco/lis>

## **THE SMALL GRANTS PROGRAM:**

In an effort to increase public support and understanding of Long Island Sound cleanup activities, the Long Island Sound Study is soliciting proposals (maximum of \$5000) for public education and participation activities focusing on the restoration and preservation of the Sound. The program was created in 1995 and 41 projects have been funded to date. Projects should seek to increase public awareness and education; emphasize that the Long Island Sound ecosystem is a living environmental and social resource; motivate people to actively participate in its restoration; utilize innovative activities which involve people and lead to local action; and demonstrate projects for public activities that can serve as a model elsewhere in the watershed of Long Island Sound.

Projects may focus on one or more of the following areas that have been designated as priority issues by the CCMP: toxics, floatables, hypoxia, living marine resources, land use, and pathogens.

## **WHO CAN APPLY:**

Proposals will be welcomed from the following:

- ◆ Not-for-profit organizations with a membership constituency, ongoing programming, and an established dissemination network;
- ◆ Private businesses and professional organizations whose activities affect Long Island Sound;
- ◆ Local governmental or public agencies, such as environmental commissions or planners; and
- ◆ Educational institutions, including, but not limited to, public and private K-12, and colleges

## **PROPOSAL DESIGN GUIDELINES:**

A standardized application cover sheet and budget form are included and **must** be used with each application. Full proposals must include the elements listed below, when applicable. **Do not** include a cover letter or letters of support. Use staples only to bind your proposal. **Do not** put the proposal in a binder or folder. All attachments must be stapled to the proposal. You may submit more than one proposal but each cannot exceed funding limitations.

**Proposal Cover Page:** The cover page form is attached.

**Proposal Budget Summary:** The budget summary form is attached. Include total project budget with the amount sought from the Long Island Sound Study. Your project may receive partial funding. Check the appropriate box on the budget summary form if your project cannot be completed without full funding. Match is not required, but is encouraged.

**Project Description:** The main body of the proposal must be succinct and must be no longer than five (not including the cover and budget forms) typewritten, 12 point font, single-spaced pages.

1. Clearly describe the goal of your project, and how you will evaluate it.
2. Provide a statement and method for accomplishing the goals of the project and its relevance to the goals of the Long Island Sound Study.
3. Include the geographical focus for the project, its projected audience, and indicate how many people it is expected to reach.
4. List the personnel involved in the project, identifying the project director. Include a brief bio for the three top personnel. Include name, address, phone, fax, and e-mail address for each.

**Do not** submit resumes. Brief bio example:

LISS Program Aide-Lauren Storms

Long Island Sound Study, 146 Suffolk Hall, Stony Brook, NY 11794

phone: 631-632-9216 fax: 631-632-8216 e-mail: lstorms@ic.sunysb.edu

Experience: BA, Earth and Space Science concentrating on Marine Science

Created and taught Marine Ecology curriculum at Ocean Beach Youth Group, summer 1999. Her organizational roles within student government at SUNY Stony Brook from 1997-2000 included fund-raising, membership, programming, political action, facilities' maintenance and media design.

5. If you are working with a partner organization(s), you must describe their role in the project and the amount of funding they are providing if any.
6. Permits: If you plan to do any fish or wildlife collecting, restoration or creation of wetlands, or any activity on private, municipal, state or federal lands, be aware that one or more permits or permission may be required. When evaluating your proposal, the reviewers will consider your understanding of, and ability to address permitting needs. Should your project need permits or permission, be sure to include them as attachments to your proposal.
7. Monitoring Projects: Any project receiving federal funding that involves water sampling, testing and monitoring must have or be able to obtain an approved Environmental Protection Agency Quality Assurance Project Plan. Please check the box on the cover page form if you already have an approved Quality Assurance Project Plan from EPA. The guide book to

developing a "Quality Assurance Plan" can be downloaded from the web at <http://www.epa.gov/owow/monitoring/volunteer/qappcovr.htm>

8. Schedule for starting and completing the project. *Projects must be completed by September 30, 2001.*

**Detailed Budget:** For further assistance see funding guidelines. Provide the following information.

1. Labor costs: List each person separately. Provide basis for labor costs. This program **cannot** fund federal and state employee salaries. Example:

- 1) John Doe, 12 months, 50 percent effort, calculated with annual base salary.
- 2) Sally Doe. 280 hours @ \$6/hour.

2. Fringe Benefits: Provide explanation of how fringe benefits are applied and documentation for the rate or dollar amounts assessed.

3. Non-expendable Equipment: Provide make, model and dollar amount. Explain whether price was determined from vendor quote, catalogue price or past experience. Non- expendable equipment includes items like fish tanks, graduated cylinders, and monitoring equipment, textbooks, etc.

4. Expendable Equipment: Provide a list and dollar amount. Expendable equipment includes items like crayons, plastic garbage bags, popsicle sticks, blank video tapes, etc.

5. Consultant Services: If a consultant is named, provide full explanation of consultant duties, rate of pay and any special circumstances. If no consultant is named, provide basis by which amount was calculated.

6. Travel: Provide traveler(s) names, destination, proposed dates. Provide breakdown for meals, lodging, mileage reimbursement, etc.

7. Office Support and Miscellaneous: Provide breakdown for items needed and whether prices are based on vendor quotes, experience, etc.

8. Match: Examples of match may include volunteers time, intern salaries, mailing, copying, etc., that are paid for by your organization's budget or by a partner organization on the project, not through the Long Island Sound Study Small Grants program. In the budget narrative define where the match is coming from (i.e., other grants, corporate donation from ABC, Inc., fund-raising by Scout Troop 1000 etc.). You may use other federal sources to help fund your project, but it cannot be counted as match towards your project.

9. Partial Funding: If your project can be done with partial funding, list what the key expenses

are. By this we mean the key items, without which the project cannot proceed.

**Map:** If applicable, a map of the project area should be included as an attachment on 8 ½ x11 paper.

**Certificate of Liability Insurance:** Applicants must be able to provide the appropriate evidence of liability insurance and be able to indemnify and save harmless the Long Island Sound Study and New York Sea Grant Extension Program for and from all claims for proposed project activities. Include a letter as an attachment confirming your liability insurance and the amount carried. The actual certificate is not necessary until signing the contract agreement.

### **FUNDING GUIDELINES:**

Proposals for new projects or to supplement ongoing projects will be accepted. Funds are available for specific costs associated with project implementation, and for general overhead expenses. Matching funds and in-kind services are encouraged but not required.

Funding of major pieces of equipment (such as computers, TVs, VCRs, boats or boat engines) is discouraged. If you are requesting equipment, be sure to explain clearly how it will assist or enhance the project. At completion of the project, major equipment will be property of the USEPA. Types of equipment that are eligible for funding include but are not limited to monitoring equipment and supplies, video tapes, lumber, paint, gloves, etc. Food and clothing **will not** be funded.

The selected projects will require application for reimbursement including all receipts. If a cash advance is necessary, provide supporting documentation explaining the need. Each proposal will be funded for a maximum of \$5,000 in Long Island Sound Study funding. Award of these grants is contingent upon funding by the US Environmental Protection Agency.

### **EVALUATION OF PROPOSALS:**

All complete proposals will be evaluated by the Small Grant Review Team which consists of Agency Staff and Citizens Advisory Committee Members, and is coordinated by New York Sea Grant Staff. The Team will evaluate complete proposals on how relevant they are to the implementation of the Long Island Sound Study's Comprehensive Conservation and Management Plan priority areas. The Team will also consider the ability of the project to establish partnerships and the potential to serve as a model elsewhere in the LIS watershed. It is important that each project have clear and achievable goals, along with reasonable funding requests and an identified evaluation process.

### **THE GRANT AWARD:**

Once proposals have been reviewed by the Small Grant Review Team, recommendations will be forwarded to the Management Committee for final approval. You will be notified by **December, 2000** if your project has been selected for funding. If you are chosen for funding, in addition to any products,

you will have to send a final report and evaluation of your project to the LISS when it is completed.

**PROPOSAL DEADLINE:**

**Eleven copies** (the signed original plus 10 copies) of the proposal, including an original, signed copy of the cover page and budget form, ***MUST BE POSTMARKED BY Friday, October 6<sup>th</sup>, 2000.***

Eleven copies of all attachments must also be included. Double-sided copies are acceptable. No faxes please. Hand delivered copies will be accepted until 5pm on Oct.6th at the New York Sea Grant office. Proposals should be sent to:

Kimberly Zimmer  
New York Sea Grant  
LISS Public Involvement and Education Small Grants  
146 Suffolk Hall  
State University of New York  
Stony Brook, NY 11794-5002

**QUESTIONS:**

If the enclosed brochure on “Frequently Asked Questions” does not answer your question please contact Kimberly Zimmer for further assistance.

Phone: (631) 632 - 9216  
Fax: (631) 632 - 8216  
E-mail: ksz1@cornell.edu

# Proposal Cover Page

PROJECT TITLE:

LOCATION OF PROJECT: (make sure it is in the LIS watershed)

WHAT LISS ISSUE IS PROJECT ADDRESSING?:

- |                                   |  |
|-----------------------------------|--|
| <input type="checkbox"/> Hypoxia  | <input type="checkbox"/> Pathogens                                   |
| <input type="checkbox"/> Toxics   | <input type="checkbox"/> Floatable Debris                            |
| <input type="checkbox"/> Land Use | <input type="checkbox"/> Habitat Restoration/Living Marine Resources |

WHAT TYPE OF PROJECT IS THIS?

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Volunteer Monitoring | <input type="checkbox"/> Estuarine Education            | <input type="checkbox"/> Public Acces to the Sound |
| <input type="checkbox"/> Beach Clean-Up       | <input type="checkbox"/> Nitrogen Reduction             | <input type="checkbox"/> Other                     |
| <input type="checkbox"/> Habitat Restoration  | <input type="checkbox"/> Non-Point Pollution Prevention |  |

PROJECT SUMMARY:

AMOUNT OF SUPPORT REQUESTED: \$ ( \$5,000 maximum)

MONITORING PROJECTS, DO YOU HAVE AN EPA APPROVED QAPP? ☐YES ☐NO

PERIOD FOR WHICH SUPPORT IS REQUESTED: From (MM/DD/YY) through (MM/DD/YY) No Later than 9/30/01

## ORGANIZATION

Name  
Address  
  
Phone  
Fax  
Website

## PROJECT DIRECTOR

Name  
Address  
  
Phone  
E-Mail

## APPLICANT'S TAX STATUS

- ☐Tax-Exempt Under 501(c)(3)  
☐Not Private Foundation under509(A)  
☐Private Foundation  
☐Not tax-exempt  
☐Government

AUTHORIZED ORGANIZATION REPRESENTATIVE:

Name  
Title

Approval Signature of Organization Representative



Long Island Sound Study-Small Grants 2000

Proposal Budget Summary

FOR LISS USE ONLY

Proposal #

PROJECT DIRECTOR:\_\_\_\_\_

ORGANIZATION:\_\_\_\_\_

PROJECT TITLE:\_\_\_\_\_

Can Project Be Done With Partial Funding? ☐ YES    ☐ NO (BE SURE TO IDENTIFY WHAT CAN BE DONE WITH PARTIAL FUNDING IN BUDGET NARRATIVE.)

	REQUEST From LISS	MATCHING FUNDS	TOTAL COSTS
<b>LABOR:</b>			
Labor (List staff involved in project)			
1. _____			
2. _____			
3. _____			
4. _____			
5. _____			
6. _____			
Fringe Benefits _____			
Indirect Costs _____			
Travel _____			
Consultant Services _____			
<b>EQUIPMENT:</b> (specify in the budget narrative)			
Non-expendable Equipment _____			
Expendable Equipment _____			
<b>OFFICE SUPPORT:</b> (only related to project)			
Materials and supplies _____			
Telephone _____			
Postage _____			
Copying and Printing _____			
Other (specify) _____			
_____			
_____			
_____			
_____			
<b>MISCELLANEOUS:</b> (Specify)			
_____			
_____			
_____			
_____			
<b>TOTAL COSTS</b>			

# Long Island Sound Study Public Participation Information and Education Small Grants Program Grant Writing Workshop

September 11, 2000

7:00 pm - 9:00 pm

Marine Science Research Center

Endeavor Room 113

SUNY Stony Brook

Stony Brook, New York

September 12, 2000

7:00 pm - 9:00 pm

Stamford Government Center

4<sup>th</sup> Floor Democratic Caucus Room

Stamford, Connecticut

*Directions to both locations are on the reverse.*

## Agenda

Sign In and Receive Handouts

Overview of Long Island Sound Study National Estuary Program

Overview of Small Grants Program

- ✎ Important items to include in your application
- ✎ The importance of Evaluation
- ✎ Dealing with Monitoring and the Quality Assurance Project Plan
- ✎ Explanation of the Proposal review and selection process
- ✎ Examples of previously funded projects



Staff will answer any applicants questions concerning their application



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In order to prepare for the workshops, registration is requested by September 8, 2000. Please return the bottom portion of this form to Kimberly Zimmer either by mail: New York Sea Grant, 146 Suffolk Hall, SUNY Stony Brook, Stony Brook, NY 11794-5002; phone (631)632-9216; fax (631)632-8216; or e-mail: ksz1@cornell.edu

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Workshop you would like to attend:

☐ Stony Brook, NY  
September 11, 2000

☐ Stamford, CT  
September 12, 2000

# Directions to Workshops

**September 11, 2000**

## **Marine Science Research Center at SUNY Stony Brook**

Take the L.I.E. (495) to Exit 62 (Nichols Rd., Route 97)

Head North on Nichols Rd. about 9 miles towards Stonybrook

Make a LEFT onto South Drive, SUNY Stony Brook's South Campus Entrance (2<sup>nd</sup> light past Route 347)

Make first RIGHT, just past the Dental School onto Forest Drive

Make first RIGHT, just past a bus stop, onto South Campus

At "T" intersection bear RIGHT

Follow road until it ends in a parking lot.

**September 12, 2000**

## **Stamford Government Center, Stamford, CT**

From Interstate 95 South from New Haven and Hartford:

Exit I95 at Exit 7 (Atlantic St.)

First traffic light, turn RIGHT

At next light you will see Filenes, turn LEFT onto Tresser Blvd.

At the THIRD light you will see the Government Center on the North West corner (888 Washington Blvd.) Turn RIGHT and go about 1/10 of a mile and turn LEFT into the Government Center Parking Garage.

From Interstate 95 North from NY:

Exit I95 at Exit 8 (Atlantic St.)

Turn LEFT at the light at the bottom of the ramp onto Atlantic St.

At THIRD light, turn LEFT onto Tresser Blvd.

At the next light you will see the Stamford Government Center on the North West corner (888 Washington Blvd.) Turn RIGHT and go about 1/10 of a mile and turn LEFT into the Government Center Parking Garage.

**Q:** *My project includes monitoring activities. Do I need an approved Environmental Protection Agency Quality Assurance Project Plan?*

**A:** Yes, visit the website at <http://www.epa.gov/owow/monitoring/volunteer/qappcovr.htm>. You must have or be able to obtain an approved plan before receiving funding.

**Q:** *Will the grant fund overhead and administrative costs?*

**A:** Yes.

**Q:** *Will the grant fund food and clothing?*

**A:** No.

**Q:** *Will the grant fund major pieces of equipment, such as, computers, televisions, projectors, VCRs, boats, or boat engines?*

**A:** No

**Q:** *What types of equipment will the grant fund?*

**A:** Equipment that will enhance or assist the project, such as, monitoring equipment, video tapes, etc.

**Q:** *Does the project need to relate to Long Island Sound?*

**A:** Yes, the project must relate to Long Island Sound, its watersheds or tributaries.



The New York and Connecticut Long Island Sound Watersheds

**Q:** *Does the project need to take place on Long Island Sound?*

**A:** The project must take place within the Connecticut and New York

**Q:** *What evidence of liability insurance do I need to include?*

**A:** Include a letter confirming your liability insurance and the carrier, or submit a certificate from the carrier.

**Q:** *Can I submit more than one proposal?*

**A:** Yes, but each must be for a different project. Each must not exceed the \$5000 funding limit.

**Q:** *Can I submit resumes for the brief bio on each staff member?*

**A:** No, the brief bio should be a paragraph on each staff member and be included in the narrative.

**Q:** *Will you accept attachments to a proposal if it exceeds five pages?*

**A:** The written description of your proposal should not exceed five pages. This does not include attachments to the proposal. The cover page, budget summary, map and certificate of liability are considered attachments.

**Q:** *Will you accept amendments to my submitted proposal?*

**A:** Amendments will not be accepted after the deadline.

**Q:** How many copies of my proposal do I need to mail?

**A:** Mail 1 original plus 10 copies.

**Q:** Does my proposal need to be to your office by the deadline or post marked by that date?

**A:** We will accept any proposal postmarked by the deadline, October 6, 2000, all others will be returned to you.



**Q:** Can I hand deliver my proposal?

**A:** Yes, but you must deliver it by 5pm to the New York Sea Grant Office on the day of the deadline. Proposals will not be accepted after 5pm.

**Q:** Does the LISS have a website?

**A:** Yes, it can be found at :  
<http://www.epa.gov/region01/eco/lis>

If your questions have not been answered here, contact Kimberly Zimmer (631) 632-9216 or E-mail: [ksz1@cornell.edu](mailto:ksz1@cornell.edu)



New York Sea Grant  
146 Suffolk Hall  
SUNY Stony Brook

### Priorities of the Long Island Sound Study Small Grants Program

♦ To decrease **hypoxia** - low dissolved oxygen caused by too much nitrogen loading into the Sound by wastewater treatment plants, septic systems or nonpoint sources.

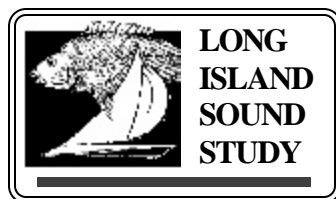
♦ To decrease **pathogens** - microorganisms that can cause illness in people exposed through bathing in, or consuming fish or shellfish from, contaminated waters.

♦ To decrease **toxics** - organic and inorganic substances in the water and sediments that can cause adverse human and ecosystem health risks.

♦ To decrease **marine debris** - floatable materials or litter in the water or along the shoreline usually from human actions.

♦ To restore and protect **habitats** - the environments where diverse marine life live.

♦ To improve **land use** planning and management to protect water quality and habitat.



Layout and Design by Kimberly Zimmer

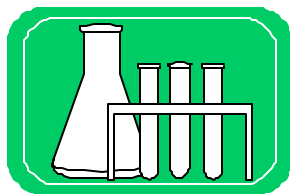
### Long Island Sound Study Public Participation Information and Education Small Grants Program



### Frequently Asked Questions

# ATTENTION

All Organizations Interested In Submitting A Proposal for **MONITORING** Projects Under The Long Island Sound Study Small Grant Program



## *The Volunteer Monitor's Guide to Quality Assurance Project Plans*

The Quality Assurance Project Plan (QAPP) is a written document that outlines the procedures a monitoring project will use to ensure that the samples participants collect and analyze, the data they store and manage, and the reports they write are of high enough quality to meet project needs.

**US Environmental Protection Agency (EPA) funded monitoring programs including those funded under the Long Island Sound Study Small Grants Program must have and EPA approved QAPP before sample collection begins.** However, even programs that do not receive EPA money should consider developing a QAPP, especially if data might be used by state, federal, or local resource managers. A QAPP helps the data user and monitoring project leaders ensure that the data meet their needs and that the quality control steps needed to verify this are built into the project from the beginning.

Volunteer monitoring programs have long recognized the importance of well designed monitoring projects, written field, lab and data management protocols, trained volunteers, and effective presentation of results. Relatively few programs have tackled the task of preparing a comprehensive QAPP that documents these important elements.

EPA has developed a guidebook entitled *The Volunteer Monitor's Guide to Quality Assurance Project Plans*. This guidebook is designed to help volunteer program coordinators develop such a QAPP.

Developing a QAPP is a dynamic, interactive process that should ideally involve State and EPA Regional Quality Assurance experts, potential data users, and key members of the volunteer monitoring projects. It is strongly recommended that you obtain a copy of *The Volunteer Monitor's Guide* to help you with your QAPP. For information on how to obtain a copy, visit the EPA website at:

[www.epa.gov/owow/monitoring/volunteer/qappcovr.htm](http://www.epa.gov/owow/monitoring/volunteer/qappcovr.htm)